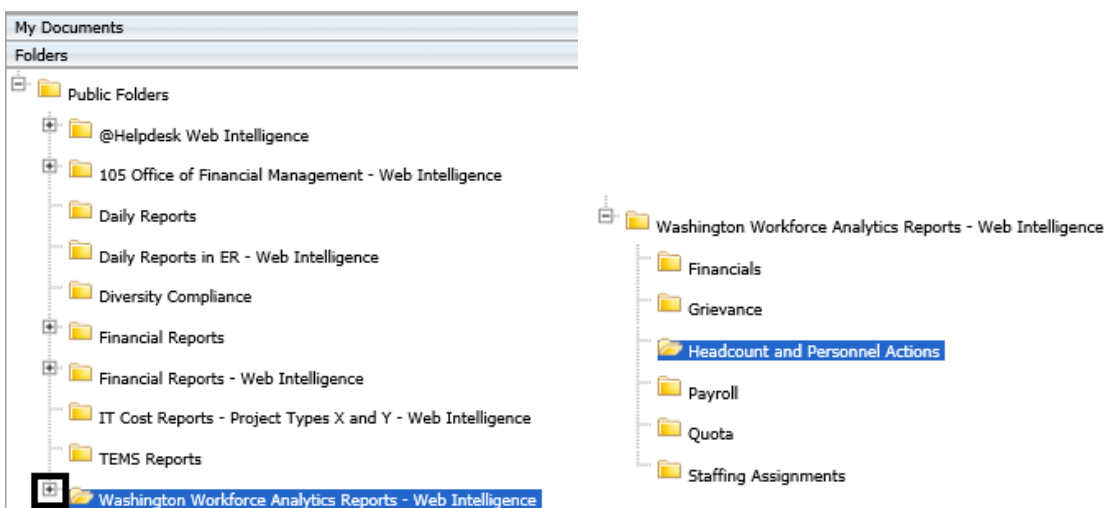# Diversity Profile (HPA-003)

Description: Number and percent of the workforce by diversity category. Individual views include HR Management Diversity Profile, Diversity Profile All, and Diversity by Job Group. Excludes non-employees.

- ✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Diversity Profile (default view)** Number and percent of the workforce by diversity category.
- ✓ **Diversity Profile All** Number and percent of the workforce by diversity category, including all ethnicity, race, gender and veteran fields.
- ✓ **Diversity by Job Group** Number of employees by diversity category for agency specific job groups.
- ✓ **Additional information** Beginning February 2015, Ethnic Origin is the primary source for persons of color for enterprise affirmative action reporting.

The standard report is located in the Washington Workforce Analytics Reports – Web Intelligence > Headcount and Personnel Actions folder.

Sample - Diversity Profile > Diversity Profile View

Prompts

Prompt values restrict the data pulled from the Enterprise Data Warehouse.

Required Prompt must include a value for Calendar Year Month.

Optional Prompts

- Business Area (EE)
- Business Area Code (EE)
- Job (EE)
- Job Class Abbr (EE)
- Job Code (EE)
- Organizational Unit
- Organizational Unit Code
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Subarea (EE)
- Personnel Subarea Code (EE)

Query Results

Default Data Fields

These fields are included in the standard report by default and should not be removed. Adding or removing default data fields will impact the integrity of the data.

Diversity Profile:

- Employee Count
- Female
- Gender X/Non-Binary
- LGBTQ+
- Persons with Disabilities
- Veterans
- Vietnam Era Veterans
- Veterans with Disabilities
- Military Spouse
- Age 40 and Over
- Persons of Color
- American Indian/Alaskan Native
- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino
- Number
- Percent

Diversity Profile All:

- Employee Count
- Female
- Gender X/Non-Binary
- LGBTQ+
- Persons with Disabilities
- Veterans
- Vietnam Era Veterans
- Veterans with Disabilities
- Military Spouse
- Age 40 and Over
- Persons of Color
- American Indian/Alaskan Native
- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino
- Race: American Indian/Alaskan Native
- Race: Asian
- Race: Black/African American
- Race: Native Hawaiian/Pacific Islander
- Race: Not Assigned
- Race: Two or More
- Race: White/Caucasian
- Veterans: Arm Frc Srv Md
- Veterans: Disabled
- Veterans: Non-Veteran
- Veterans: Not a Protected Veteran
- Veterans: Not Assigned
- Veterans: Other Protected
- Veterans: Prefers Not to Answer
- Veterans: Recently Separated
- Number
- Percent

Diversity by Job Group:

- Job Group Code (EE)
- Job Group (EE)
- Job Code (EE)
- Job (EE)
- Job Class Abbr (EE)
- Pay Group (EE)
- Work Contract Code
- Work Contract
- Employment Percent
- Agency Hire Date
- Appointment Date
- Separation Date
- Monthly Salary
- Female
- Male
- Gender X/Non-Binary
- LGBTQ+
- Persons with Disabilities
- Vietnam Era Veterans
- Veterans with Disabilities
- Military Spouse
- Age 40 and Over
- American Indian/Alaskan Native
- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino
- White/Caucasian
- Ethnic Origin Not Assigned

Additional Fields

These fields may be added to the standard report views for additional analysis. Adding or removing additional data fields will not impact the integrity of the data.

- ✓ Annual Salary
- ✓ Business Area (EE)
- ✓ Business Area Code (EE)
- ✓ Calendar Year
- ✓ Calendar Year Month
- ✓ Calendar Year Quarter
- ✓ Cap Utilization Level
- ✓ Contract Type
- ✓ Date – Seniority
- ✓ Date – Unbroken Service
- ✓ Disability Date
- ✓ Duty Station County
- ✓ Employee Group (EE)
- ✓ Employee Group Code (EE)
- ✓ Employee Subgroup (EE)
- ✓ Employee Subgroup Code (EE)
- ✓ Employment Status
- ✓ Fiscal Year
- ✓ Fiscal Year Month
- ✓ Fiscal Year Quarter
- ✓ Job (EE)
- ✓ Job Class Abbr (EE)
- ✓ Job Code (EE)
- ✓ Name - Full
- ✓ Organization Unit
- ✓ Organization Unit Code
- ✓ Part Time Indicator
- ✓ Pay Area (EE)
- ✓ Pay Area Code (EE)
- ✓ Personnel Area (EE)
- ✓ Personnel Area Code (EE)
- ✓ Personnel Number
- ✓ Personnel Subarea (EE)
- ✓ Personnel Subarea Code (EE)
- ✓ Position
- ✓ Position Code
- ✓ Unemployment County
- ✓ Unemployment County Code
- ✓ Workforce Indicator (EE)
- ✓ Workforce Indicator Code (EE)

Measures

These measures are included in the standard report and should not be removed. Adding or removing measures will impact the integrity of the data.

- ✓ Age (Years)
- ✓ Distinct Employee Count
- ✓ Salary - Annual
- ✓ Salary - Monthly

Restrictions and Calculations

Restrictions and calculations are built in to the report to create standardized results across the enterprise.

Diversity Categories

Note: Beginning February 2015, Ethnic Origin became the primary source for persons of color for enterprise affirmative action reporting.

Washington Workforce Analytics determines Ethnic Origin, Disability Status, Race and Veteran Status based on an employee's Additional Personal Data infotype (0077) start date. If an employee's master data is updated and a new record is created, only reports run with a prompt date equal to or after the start date of the new record will reflect the updated values.

Age 40 and Over
Age (Years):
- ✓ Greater than or equal to 40

American Indian/Alaskan Native
Ethnic Origin Code:
- ✓ 05 American Indian/Alaskan

Asian/Pacific Islander
Ethnic Origin Code:
- ✓ 04 Asian or Pacific Islander

Black/African American
Ethnic Origin Code:
- ✓ 02 Black/Not Hispanic origin

Female
Gender:
- ✓ Female

Ethnic Origin Not Assigned
Ethnic Origin Code:
- ✓ (blank)

Hispanic/Latino
Ethnic Origin Code:
- ✓ 03 Hispanic

Male
Gender:
- ✓ Male

Persons of Color
Ethnic Origin Codes:
- ✓ 02 Black/Not Hispanic origin
- ✓ 03 Hispanic
- ✓ 04 Asian or Pacific Islander
- ✓ 05 American Indian/Alaskan

Persons with Disabilities
Disability Status Code:
- ✓ X Has a disability (or previously had one)

Race: American Indian/Alaskan Native
Race Category:
- ✓ American Indian/Alaska Native

Race: Asian
Race Category:
- ✓ Asian

Race: Black/African American
Race Category:
- ✓ Black or African American

Race: Native Hawaiian/Pacific Islander
Race Category:
- ✓ Native Hawaiian or Other Pacific Islander

Race: Not Assigned
Race Category:
- ✓ (blank)

Race: Two or More
Race Category:
- ✓ Two or More

Race: White/Caucasian
Race Category:
- ✓ White

Veterans
Veteran Status:
- ✓ Armed Forces Service Medal Veteran
- ✓ Disabled Veteran
- ✓ Other Protected Veteran
- ✓ Recently Separated Veteran
- ✓ Special Disabled Veteran
- ✓ Vietnam Era Veteran

Veterans with Disabilities
Veteran Status:
- ✓ Special Disabled Veteran

Veterans: Armed Forces Service Medal
Veteran Status:
- ✓ Armed Forces Service Medal Veteran

Veterans: Disabled
Veteran Status:
- ✓ Disabled Veterans

Veterans: Non-Veteran
Veteran Status:
- ✓ Non Veteran

Veterans: Not a Protected Veteran
Veteran Status:
- ✓ Not a Protected Veteran

Veterans: Not Assigned
Veteran Status:
- ✓ (blank)

Veterans: Other Protected
Veteran Status:
- ✓ Other Protected Veteran

Veterans: Prefers Not to Answer
Veteran Status:
- ✓ Prefers Not to Answer

Veterans: Recently Separated
Veteran Status:
- ✓ Recently Separated Veteran

Vietnam Era Veterans
Veteran Status:
- ✓ Vietnam Era Veteran

White/Caucasian
Ethnic Origin Code:
- ✓ 01 White/Not Hispanic origin

Employee Count
✓ Distinct Employee Count

Non-Employee Exclusions
Exludes the following Organizational Unit Codes:

✓ 30002393 FPB – Preparedness - Mobes
✓ 31000100 EMERGENCY FIRE FIGHTERS
✓ 31000101 EMERGENCY FIRE FIGHTERS
✓ 31000175 EMERGENCY FIRE FIGHTERS
✓ 31000176 EMERGENCY FIRE FIGHTERS

✓ 31000177 EMERGENCY FIRE FIGHTERS
✓ 31000178 EMERGENCY FIRE FIGHTERS
✓ 31000179 EMERGENCY FIRE FIGHTERS
✓ 31007000 FPB – Preparedness – Fire Mobes

Excludes the following Pay Area Code (EE):

✓ 44 Work Study Student

Excludes the following Personnel Area Codes (EE):

✓ 2201 Vol Firefighters/Res Officers
✓ 2251 WSP Disabled Non-Employee
✓ 2451 Mil Dept Misc Active Duty
✓ 3430 Higher Ed Coor Board
✓ 3460 Higher Ed Facilities
✓ 4611 Ecology Youth Corps
✓ 4612 Wa Conservation Corps

✓ 5401 Aberdeen Wex
✓ 5402 Bingen Wex
✓ 5403 Clallum Wex
✓ 5404 Kitsap Wex
✓ 5405 Okanogan Wex
✓ 5406 Okanogan Wex 2
✓ 5407 Rainier Wex
✓ 5408 Snohomish Wex

✓ 5409 Spokane Wex
✓ 5410 Tri-Cities Wex
✓ 5411 Americorp Star Vista
✓ 5412 Wa St Americorps
✓ 5413 JTPA 402 Prog Wen
✓ 5414 Washington Service Corps
✓ 5415 Washington Service Team
✓ 5416 Yakima Wex

Excludes the following Personnel Subarea Code:

✓ 0005 Non-Employee

Excludes the following Work Contract Code:

✓ 24 Non-Employee

Number
✓ Sum of Employee Count by Diversity Category

Percent
✓ Number divided Employee Count